

Amazon Business Online Orders

Technology Accessories & Supply Purchases

All schools will be set up with access to Amazon Business online ordering for the purpose of ordering technology accessories and supply products that cannot be purchased through normal purchasing channels. You may only utilize the WPCSD Amazon Business account for purchasing technology accessories and supplies.

Please note: You will not be able to purchase on Amazon the following: Computers, Printers, I-Pads or any Apple or Dell product.

Please follow the below procedures:

- Email Ron with the Amazon link for his approval.
- Ron will send you an email for the product stamped approved by Ron Velez.
- Place a requisition for the product needed and attach the stamped approved email from Ron. If it is not approved by Ron, your requisition will be disapproved.
- Once the po has been converted – place your order on Amazon Business.
- Log into Amazon Business. Create a cart for your order. Place po # on cart. Submit your cart. Your approver must approve the cart within 7 days or the price for the item will be different then what was quoted on your cart. The price stays firm for 7 days.
- After the cart has been approved, it will come to me for final approval. If I do not receive the cart within the 7 days of creation, it will not allow me to final approve the cart. It will default to non-approval status and will need to be reentered by the requisitioner using a new cart with updated pricing.
- These orders will be delivered directly to the school/building – not to Central Processing.
- Any items that are considered high risk walkable items and/or purchased using federal funds must be asset tagged according to District policy. Please refer to the Districts Capital Asset Accounting Policy and Regulations.